

Reopening a Subsidized Guardianship Agreement Ended in Error

Note: Assignment to the case is needed in order to reopen an SG Agreement.

Introduction

Subsidized Guardianship can be reopened when eligibility has been terminated in error and the agreement and service have been closed by eWiSACWIS overnight processing. The reopen function opens with the same information, including the date of agreement. No information is changed in this process.

It is important to note that reopening a Subsidized Guardianship Agreement and related service **will NOT** open an associated SG Amended Agreement. See the Continuing SG Amendments on Reopened Subsidized Guardianship Agreements of this guide for more details.

Related Quick Reference Guides

Subsidized Guardianship Amended Agreement

Subsidized Guardianship Continued Eligibility and Related Notices & Decisions

Subsidized Guardianship Initial Determination & Case Creation

Making the Subsidized Guardianship Termination as ‘Made in Error’

In order to reopen a Subsidized Guardianship Agreement, the eligibility determination of ‘Terminate’ must first be ‘Made in Error’.

1. Locate the child’s Subsidized Guardianship Eligibility on the case outliner. Click the hyperlink to open the Subsidized Guardianship Eligibility page.



2. On the Subsidized Guardianship Eligibility page, click [View](#) on the Eligibility Status row that's status is 'Terminate'. This should be the most recent status listed on the Eligibility History tab. This opens the Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help

Child Information

Child Name: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
09/12/2011	Initial	Eligible			View
02/03/2014	Annual Review	Terminate			View

Click to View

Insert

☐ View Not Approved/Made in Error

Save Close

100%

- On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options drop-down and click Go. Once Go is clicked, the status is changed to 'Made in Error'.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS UAT

Child Information
 Child Name: Bird, Humming B. (8622968) DOB: 08/16/2000 Age: 13

Type of Determination: Annual Review Effective Date: 02/03/2014 Eligibility Status: Terminate as of 11/30/2013

Annual Review

Question 1:
☒ Yes ☐ No Has the family's address changed? If yes, indicate the date of the change. Date: 11/05/2013

Question 2:
☐ Yes ☒ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

Question 3:
☒ Yes ☐ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change. Date: 11/20/2013
 The child is: ☐ Deceased ☐ Married ☐ Entered the Military ☒ No longer living with you

Question 4:
☒ Yes ☐ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change. Date: 11/21/2013
 Has the child: ☐ Graduated ☐ Completed high school equivalent program ☒ Dropped out

Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
☐ Yes ☒ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
☐ Yes ☒ No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement?

Options: Actions
Made in Error
 Approval

Save Close

- If Eligibility Status change affects payment, the following message will appear as a reminder to create a new Eligibility Determination. Click Yes to continue.

eWiSACWIS -- Webpage Dialog

This action will set this subsidized guardianship eligibility determination record to 'made in error'. The child-specific rate will be set to \$0.00. A new subsidized guardianship eligibility determination may need to be created to update the child specific rate on the SG service. Are you sure you want to continue?

Yes No

5. Click Close on the Eligibility Determination page to return to the Subsidized Guardianship Eligibility page.
6. The Eligibility Status of 'Terminate' is changed to 'Made in Error'.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information
 Child Name: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
09/12/2011	Initial	Eligible			View
02/03/2014	Annual Review	Made In Error			View

☒ View Not Approved/Made in Error

Insert Save Close

100%

Note: To view the status that was Made in Error, select the View Not Approved/Made in Error checkbox.

7. In order to reopen an agreement, the most recent approved status must be 'Eligible' or 'Continue Payment'. A new determination may need to be entered. Click Close to return to the desktop.

Subsidized Guardianship Eligibility - Windows Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help

Child Information
 Child Name: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Eligibility History | **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
09/12/2011	Initial	Eligible			View

☐ View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

100%

8. After the desktop is refreshed, the Subsidized Guardianship Eligibility status of the outlier should be 'Eligible' or 'Continue Payment'.

[Bird, Humming B. \(8328021 \)](#) [Actions](#)


Subsidized Guardianship 06/11/2012 Bee, Worker BMCW-Agency-IFS 123 Flower Way , Milwaukee, WI 53221

- Agreements and Notices
- Assessment
- Assets and Income
- Assignment
- Eligibility
 - [Medicaid Eligibility Determination 11/22/2013 Bird, Humming B. Approved](#)
 - [Subsidized Guardianship Eligibility 09/12/2011 Bird, Humming B. Eligible](#)
 - [Subsidized Guardianship Funding Determination 06/11/2012 Bird, Humming B. Federal](#)
 - [Title IV-E Eligibility Determination 06/16/2009 Bird, Humming B.](#)
 - [Title IV-E Eligibility Determination 06/05/2007 Bird, Humming B.](#)
- [Trust Account-General Bird, Humming B. Milwaukee](#)
- Legal
- Payment
- Related People
- Services


Bee, Worker

Reopening the Subsidized Guardianship Agreement and Service

1. Locate the closed Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to open the agreement.

 [Bird, Humming B. \(8328021 \)](#) [Actions](#)

Subsidized Guardianship 06/11/2012 Bee, Worker 3MCW-Agency-IFS 123 Flower Way , Milwaukee, WI 53221


 [Agreements and Notices](#)

 [Subsidized Guardianship Agreement - \\$508.00](#) 


06/11/2012 11/30/2013 Bird, Humming B.


 [Kinship Care Referral](#)


Bird, Humming B. 08/30/2012


 [Refri to OHC Child Characteristics/Needs](#)

08/30/2012 Bird, Humming B.


 [Assessment](#)


 [Assets and Income](#)


 [Assignment](#)


 [Eligibility](#)


 [Medicaid Eligibility Determination 11/22/2013 Bird, Humming B. Approved](#)

 [Subsidized Guardianship Eligibility 09/12/2011 Bird, Humming B. Eligible](#)

 [Subsidized Guardianship Funding Determination 06/11/2012 Bird, Humming B. Federal](#)

 [Title IV-E Eligibility Determination 06/16/2009 Bird, Humming B.](#)


 [Title IV-E Eligibility Determination 06/05/2007 Bird, Humming B.](#)

 [Trust Account-General Bird, Humming B. Milwaukee](#)


 [Legal](#)

 [Payment](#)

 [Related People](#)

 [Services](#)

[Closed Services](#)

 [Service - Subsidized Guardianship](#)

06/11/2012 11/30/2013 Spring, May Bird, Humming B. State Eligibility Terminated Closed

2. On the Subsidized Guardianship Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.

Subsidized Guardianship Agreement - Windows Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help

Agreement Information

Case Participant:	Bird, Humming, B. (8622968)	Date of Agreement:	06/11/2012
Agreement Type:	Subsidized Guardianship Agreement	Estimated End Date:	08/16/2018
Provider Name:	Spring, May (8032202)	Agreement Amount:	\$508.00
Description:	Maternal Aunt	County:	Milwaukee
Subsequent Guardian:			

Supplemental Rate

CANS Effective Date:	08/01/2012	Supplemental Points:	6	Supplemental Rate:	\$33.00
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Payment Information

Basic:	\$400.00
Supplemental:	\$33.00
<input checked="" type="checkbox"/> Exceptional:	\$75.00

Payment Justification:

Options: [Go](#)

[Actions](#)
[Approval](#)
[Agreement Ending](#)
[Reopen Agreement](#)
[Text](#)
[Subsidized Guardianship Agreement](#)

[Save](#) [Close](#)

100%

3. The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed automatically prefill from the last agreement ending. Click Save.

Reopen Agreement History -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Basic

Child: [Bird, Humming B. \(8622968\)](#) Service Provider: [Spring, May \(8032202\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
11/30/2013	02/03/2014	Eligibility Terminated		

[Insert](#) [Save](#) [Close](#)

4. The following message displays. Clicking Yes reopens the Agreement & Service, closes the message, and returns to the Reopen Agreement History page.

eWiSACWIS -- Webpage Dialog

Saving this page will reopen the agreement and its related service. Do you wish to continue?

[Yes](#) [No](#)

5. On the Reopen Agreement History page, the name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.

Reopen Agreement History -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Basic
Child: [Bird, Humming B. \(8622968\)](#) Service Provider: [Spring, May \(8032202\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
11/30/2013	02/03/2014	Eligibility Terminated	Bee, Worker	02/24/2014

Save Insert Close

6. To view the changes, refresh the desktop. The agreement and service are now open.

 [Bird, Humming B. \(8328021 \)](#) [Actions](#)

Subsidized Guardianship 06/11/2012 Bee, Worker IMCW-Agency-IFS 123 Flower Way , Milwaukee, WI 53221

 Agreements and Notices

 [Subsidized Guardianship Agreement - \\$508.00](#)


06/11/2012 Bird, Humming B.

 [Kinship Care Referral](#)

Bird, Humming B. 08/30/2012


 [Refri to OHC Child Characteristics/Needs](#)


08/30/2012 Bird, Humming B.


 Assessment

 Assets and Income


 Assignment


 Eligibility

 [Medicaid Eligibility Determination 11/22/2013 Bird, Humming B. Approved](#)

 [Subsidized Guardianship Eligibility 09/12/2011 Bird, Humming B. Eligible](#)

 [Subsidized Guardianship Funding Determination 06/11/2012 Bird, Humming B. Federal](#)

 [Title IV-E Eligibility Determination 06/16/2009 Bird, Humming B.](#)

 [Title IV-E Eligibility Determination 06/05/2007 Bird, Humming B.](#)

 [Trust Account-General Bird, Humming B. Milwaukee](#)

 Legal

 Payment

 Related People

 Services

Open Services

 [Service - Subsidized Guardianship](#)

06/11/2012 Spring, May Bird, Humming B. State Approved

Continuing SG Amendments on Reopened Subsidized Guardianship Agreements

Reopening a Subsidized Guardianship Agreement and related service **will not** reopen an associated SG Amended Agreement. To continue the amendment after reopening the agreement and service, the SG Amendment Agreement ending reason must be overridden and Subsidized Amendment Agreement recreated.

1. Locate the SG Amended Agreement associated to the reopened Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to open the Amended Agreement.

 [Bird, Humming B. \(8328021\)](#) [Actions](#)

Subsidized Guardianship 06/11/2012 Epple, Lisa BMCW-Agency-IFS 123 Flower Way , Milwaukee, WI 53221

 Agreements and Notices

 [Images \(3\)](#)

 [Subsidized Guardianship Agreement - \\$508.00](#)

06/11/2012 Bird, Humming B.

 [SG Amended Agreement - \\$739.00](#)

09/01/2013 12/01/2013 Bird, Humming B. Family Request

2. On the Amended Agreement, select 'Amended Agreement Ending' from the Options drop-down and Click Go to open the Amended Agreement Ending pop-up page.

SG Amended Agreement - Windows Internet Explorer

eWiSACWIS UAT

Case: [Bird, Humming B. \(8328021\)](#) Person: [Bird, Humming B. \(8622968\)](#) DOB: 08/16/2000 Age: 13

Amended Agreement Details Confirmation of Needs CANS

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	08/13/2013	View
Finalized Amended Agreement	08/26/2013	View

[Insert](#)

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image
eWiSACWIS	02/12/2013	00/00/0000	No	N/A

[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 06/11/2012 Basic Amount: \$400.00

Options: Amended Agreement Ending [Go](#) [Save](#) [Close](#)

Actions

- Approval
- Amended Agreement Ending**

3. On the Amended Agreement Ending pop-up page, select the Override checkbox. Change the End Reason to 'Made in Error'.

Amended Agreement Ending -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Child Information

Child: Bird, Humming B. (8622968) DOB: 08/16/2000 Amended Agreement Effective Date: 09/01/2013

Amended Agreement Ending

End Date: 12/01/2013

End Reason: Family Request

☒ Override

Options: Amended Agreement Terminated
Family Request
Made in Error

Save Close

4. The following message appears. Click Yes to continue and close the message.

eWiSACWIS -- Webpage Dialog

The Amended Agreement End Date will be set to the Amended Agreement Effective Date. The rate for this child will be set to the original Agreement amount. Do you want to continue?

Yes No

5. On the Amended Agreement Ending pop-up page, select 'Approval' from the options-drop and send for approval.
6. Once the 'Made in Error' Amended Agreement Ending is approved, recreate the Amended Agreement. It is important that all the same information is entered, especially the Date of Agreement.

See the Subsidized Guardianship Amended Agreement quick reference guide for more information.